

SAGEM MF 5401



Instruction booklet

Dear customer

For your security and comfort, we urge you to carefully read the chapter **Security**, page 1 before any use.

By buying this multifunction device, you have opted for a SAGEM quality product. Your device satisfies the different specifications of a modern office automation tool.

This device allows you to scan in color and black and white, to print and copy in black and white. You can connect the multifunction device to your PC (Microsoft Windows 98SE/ME/2000/XP).

Install the software included to use the multifunction device as a printer. Besides, you can scan, edit and save documents through the PC. You have a connection with a WLAN adaptor (optional equipment) to communicate with a personal computer.

WLAN is an option working only with an original adaptor that you can obtain from your retailer. You will find further information on our Internet website: www.sagem.com.

Thanks to its navigator and its multitask access, it is powerful, user-friendly and easy to use.

The MF 5401 multifunction terminal presented, comes with a 600 dpi scanner and a black and white laser printer offering a printing speed of 16 ppm. The Companion Suite Pro LL software provided allows you to use your multifunction terminal like a scanner and a printer from a personal computer. It also gives you the possibility to manage your multifunction terminal.

Consumables

Refer to the last page of this booklet.

Contents

Dear customer	I	Print the list of setups	15
Consumables	I	Lock the keyboard	15
Security	1	Activate the keyboard lock	15
Security directives	1	Read the counters	15
Certification	1	Display the consumables status	15
Environment	2	Calibrate your scanner	16
<i>The packaging</i>	2	Switch your terminal to standby mode	16
<i>Batteries and rechargeable batteries</i>	2	Save your ink cartridge	16
<i>The product</i>	2	Setup the printing format	16
Software use license	3	Declare the number of authorised WEP keys	16
<i>Definition</i>	3	Setup the display language	16
<i>License</i>	3	<i>Setup of the default paper format</i>	17
<i>Property</i>	3	WLAN network	19
<i>Duration</i>	3	Type of radio network	19
<i>Warranty</i>	3	<i>Radio infrastructure network</i>	19
<i>Responsibility</i>	3	<i>Radio ad-hoc network</i>	19
<i>Development</i>	3	Radio networks (WLAN)	19
<i>Applicable law</i>	4	Connect your WLAN adaptor	20
Registered trademarks	4	Configure your network	20
Installation	5	<i>Creating or rejoining a network</i>	20
Location conditions	5	<i>Referring to or changing your network parameters</i>	21
<i>Cautions of use</i>	5	<i>An example of how an AD-HOC network may be set up</i>	22
Terminal description	7	<i>Setting up a multifunction terminal</i>	22
Command panel	8	<i>Setting up the PC</i>	23
Packaging contents	9	USB memory key	25
Device installation	9	Use of the USB memory key	25
Loading paper	9	<i>Print your documents</i>	25
<i>Loading paper in the main unit tray and supplementary paper feed</i>	9	Print the list of files located in the key	25
Handling of paper	9	Print the files located in the key	25
<i>Humidity control</i>	9	<i>Delete your files located in the key</i>	25
Handling the unit	10	Analyse the USB memory key content	26
<i>Operator shocks</i>	10	Save a document on a USB memory key	26
<i>Moving the unit</i>	10	PC Features	27
<i>Handling the EP cartridge</i>	10	Introduction	27
Feed cassette paper insertion	10	Configuration requirements	27
Cartridge installation	11	Installation	27
Paper delivery stop	11	<i>Install the software on your PC</i>	27
Starting your device	12	Under Windows 98SE/ME/2000/XP Pro	27
<i>Device connection</i>	12	<i>Connections</i>	29
Paper insertion in the manual input tray	12	USB Connection	29
Copy	13	Wireless connection	30
Simple copy	13	<i>Uninstall the software from your PC</i>	30
Sophisticated copy	13	Multifunction Terminal's Supervision	31
Special setup for the copy	13	<i>Checking the connection between the PC and the multifunction terminal</i>	31
<i>Resolution setup</i>	13	MF Director	31
<i>Zoom setup</i>	13	<i>Graphical presentation</i>	31
<i>Analysis origin setup</i>	14	<i>Utilities and applications activation</i>	32
<i>Contrast setup</i>	14	MF Monitor	32
Brightness setup	14	<i>Graphical presentation</i>	32
<i>Paper type setup</i>	14	<i>Display the consumable status</i>	32
<i>Paper tray selection</i>	14	<i>Scan To</i>	32
<i>Analysis margins setup</i>	14	Companion Suite Pro LL functionalities	33
<i>Left and right printing margins setup</i>	14	<i>Document analysis</i>	33
<i>Top and bottom printing margins setup</i>	14	Analysis with Scan To	33
		Analysis from a TWAIN compatible software	33
		Character recognition software (OCR)	33
		<i>Printing</i>	33
		Printing with the multifunction terminal	34

Maintenance	35
Service	35
<i>General information</i>	35
<i>Toner cartridge replacement</i>	35
<i>Issues with smart cards</i>	35
Cleaning	36
<i>Scanner reading system cleaning</i>	36
Printer cleaning	36
<i>Printer external cleaning</i>	36
Printer issues	36
<i>Error messages</i>	36
Paper jam	36
Miscellaneous issues	37
Specifications	38
<i>Physical specifications</i>	38
<i>Electrical specifications</i>	38
<i>Environmental specifications</i>	38
<i>Peripheral specifications</i>	38

Security

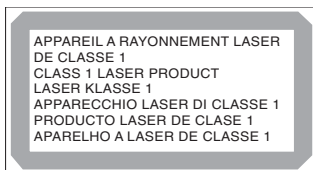
Security directives

Before turning on your device, check that the outlet that you are going to plug it into conforms to the indications shown on the information plate (voltage, current, power network frequency) located on your device. This device shall be connected to a single phase power network. The device shall not be installed on bare ground.

Batteries and rechargeable batteries, packaging and electric and electronic equipment (EEE), shall be thrown away, as specified by the Instructions of the ENVIRONMENT chapter of this manual.

Because of the device model, the power connector is the only way to disconnecting the device from the power network, that is why it is imperative to apply the following safety measures: your device shall be connected to a power outlet located nearby. The outlet shall be easily accessible.

Your device is delivered with a grounded power cord. It is imperative to connect a grounded connector to a grounded outlet connected to the building earthing.



Repairs-maintenance: Repairs and maintenance should only be carried out by a qualified technician. No user serviceable parts inside the machine. To reduce the risk of electrical shock, you shall not proceed with these operations yourself, because by opening or removing the lids, you could expose yourself to two hazards:

- The laser beam can cause irreversible eye damage.
- Avoid contact with powered parts because it can lead to electrical shock with unfortunate consequences.

For installation conditions and safe use precautions, refer to chapter **Installation**, page 5.

Certification

The **CE** tagging attests to the product's compliance with the demands of the R&TTE 1999/5/CE directive.

For users security, in accordance with the 73/23/CE directive. For electromagnetic disturbances, in accordance with the 89/336/CE directive.

The manufacturer declares that the products are manufactured in accordance with the APPENDIX II of the R&TTE 1999/5/CE directive.

The conformity declaration is available on www.sagem.com, see the support section or at the following address:

Sagem Communication - Customer relations department
4, rue du Petit Albi - 95800 Cergy Saint-Christophe - France

Environment

The preservation of the environment is of importance to the manufacturer. The manufacturer wishes to service the installations with respect to the environment and has chosen to integrate the environmental performance in the whole lifecycle of its products, throughout manufacturing, release use and disposal.

The packaging



The (green point) logo indicates that a contribution is given to an approved national organization to improve the packaging salvage and recycling infrastructures.

To make recycling easier, follow local rules and regulations concerning sorting and disposal of such waste.

Batteries and rechargeable batteries

If your product contains batteries or rechargeable batteries, these shall be disposed of at the designated collecting centers.

The product



The crossed bin symbol on the product indicates that it belongs to the electric and electronic equipment family.



Therefore, according to European regulations you are requested to dispose of it at the selected collection areas:

- to distribution centers in case of equivalent equipment purchase,
- to the available local collecting centers (dump, selective collection, etc.).

Thus, you participate in the "Waste of Electric and Electronic Equipment reuse and development" which can have potential effects on the environment and human health.

Software use license

CAREFULLY READ ALL THE TERMS AND CONDITIONS OF THE PRESENT LICENSE BEFORE OPENING THE SEALED ENVELOPE CONTAINING THE SOFTWARE. OPENING THIS ENVELOPE INDICATES THAT YOU ACCEPT THESE TERMS AND CONDITIONS.

In case you should not accept the terms of this license, the CD-ROM packaging should be returned to the retailer unopened, along with the other components of the product. The purchase price of this product will be refunded. No refunds will be made for products if the CD-ROM packaging have been opened, if components are missing or if the reimbursement request is made after ten (10) days from the purchase date, your receipt is the proof of purchase.

Definition

The Software designates programs and associated documentation.

License

- This license allows you to use this Software on personal computers on a local network. You only have permission to use this Software to print on one multifunction terminal; you can not lend the Software or authorize anyone to use it.
- You are allowed to make a back up copy.
- This license is non-exclusive and non-transferable.

Property

The manufacturer or its providers hold the Software property right. You only become the owner of the CD-ROM. You shall not modify, adapt, decompile, translate, create any derived piece, rent or sell the Software or the documentation. Any rights not explicitly approved are reserved by the manufacturer or its providers.

Duration

This license remains valid until cancelled. You can cancel it by destroying the program and the documentation as well as any other copies of them. This license will automatically be canceled in case you do not respect the terms of this license. If the license is rendered invalid, you agree to destroy all copies of the program and the associate documentation.

Warranty

The Software is provided "as is" with no warranties whatsoever, whether expressed or implied, including without limitation, any warranties of merchantability or fitness for a particular purpose; all the risks concerning the results and performance of this Software are assumed by the buyer. In case the program should appear defective, all the repair and service expenses will be covered by the buyer.

Nevertheless, the license holder benefits from the following warranty: we guarantee that the CD-ROM on which the Software is recorded is free from hardware or manufacturing faults if used in normal conditions, the guarantee is valid for ninety (90) days from the delivery date, the copy of the receipt being the proof of purchase. In case of a CD-ROM fault that due to accident or misuse, the CD-ROM will not be replaced as per the warranty.

Responsibility

The only thing you could do if the CD-ROM is not working properly is to send it to the retailer together with a copy of the receipt. It is the retailer's sole responsibility to replace the CD-ROM. Nobody, nor even the manufacturer who is involved in the creation, realization, merchantability and delivery of this program would be responsible for direct, indirect or immaterial damages, such as, but not limited to, loss of information, loss of time, execution loss, loss of revenue, loss of customers, due to the use or inability to use the program.

Development

With a constant concern for improvement, the manufacturer reserves the right to modify the Software specifications without any notice. In case of modification, your user right does not give you access to free updates.

Applicable law

This license is under the French law. Any dispute following the interpretation or execution of this license will be submitted to the Paris Court.

Given the continuous technology development, the manufacturer reserves the right to modify the technical specifications indicated for this product, at any time, without prior notice, and/or to stop manufacturing of the product. All the names of the products and brands that could be trademarks registered by their respective owners are recognized in the present document.

Registered trademarks

Given the technical evolution, Sagem Communication reserves the right to modify the technical specifications of this product and/or to stop its manufacturing at any time and without notice. Companion Suite Pro is a registered trademark of Sagem Communication.

Adobe and the Adobe products referred to here are registered trademarks of Adobe Systems Incorporated.

PaperPort9SE is a registered trademark of ScanSoft.

Microsoft® Windows® 98, Microsoft® Windows® Millennium®, Microsoft® Windows NT®, Microsoft® Windows 2000®, Microsoft® Windows XP®, and any other Microsoft® product referred to here are registered trademarks of Microsoft Corporation registered and/or used in the United States and/or in other countries.

All the other brands or products referred to as examples or in order to give additional information are registered trademarks of their respective owners.

The screenshots presented in this user booklet have been created with Windows XP. If you use another operating system, the screenshots displayed may be different from the ones presented in this booklet.

Installation

Location conditions

By choosing an appropriate location, you preserve the longevity of the terminal. Check that the selected location has the following characteristics:

- Choose a well ventilated location.
- Make sure not to obstruct the ventilation grids located on the left and right sides of the device. During the installation, make sure to place the terminal thirty centimeters away from the surrounding objects so all the lids can be easily open.
- Make sure that this location does not present any ammonia nor any other organic gasses emission hazard.
- The ground outlet (refer to the security notices presented in the **Security** chapter) to which you plan to connect the terminal shall be located close to this one and have an easy access.
- **Make sure that the terminal is not directly exposed to sun light.**
- Make sure not to place the terminal in an area exposed to an air flow generated by an air conditioning, heating or ventilation system, nor in an area subject to big temperature or humidity jumps.
- Choose a solid and horizontal surface on which the terminal will not be exposed to intense vibrations.
- **Keep the terminal away from any object that could obstruct its ventilation ports.**
- Do not place the terminal close to hangings or any other flammable objects.
- Choose a location where the water and other splashes of liquid are limited.
- Make sure that this location is dry, clean and dust free.

Cautions of use

Take into account the important precautions below when using the terminal.

Running environment:

- Temperature: 10 °C to 32 °C with a maximum amplitude of 10 °C per hour.
- Humidity: 15 to 80 % of ambient humidity (without condensation), with a maximum amplitude of 20 % per hour.

Terminal:

The section below describes the precautions to be taken when using the terminal:

- Never turn the terminal off and never open the lids while printing.
- Never use gas or flammable liquids, or objects generating magnetic field close to the terminal.
- When you unplug the power cord, always hold the connector without pulling the cord. A damaged cord presents a potential fire hazard or an electric shock hazard.
- Never touch the power cord with wet hands. You risk getting an electric shock.
- Always unplug the power cord before moving the terminal. Otherwise, you could risk having the cord damaged and create a fire hazard or an electric shock hazard.
- Always unplug the power cord when you plan not to use the terminal for a long period of time.
- Never put objects on the power cord, never pull it and never fold it. This could cause a fire hazard or an electric shock hazard.
- Always make sure that the terminal is not sitting on the power cord or any other electric device communication cables. Make sure also that neither cord nor cable is introduced to the terminal inner mechanism. This would expose you to a terminal malfunction risk or to a fire hazard.
- Make sure that the printer is unplugged from the power outlet before connecting or disconnecting an interface cable to the printer (use a shielded interface cable).
- Never try to remove any fixed pane or hood. The terminal contains high voltage circuits. Any contact with these circuits can cause an electric shock risk.

- Never try to modify the terminal. This could cause a fire hazard or an electric shock hazard.
- Always make sure that paper clips, staples or other small metallic items do not get inside the terminal via the ventilation ports or other ports. Such items create fire hazards or electric shock hazards.
- Prevent water and any other liquid from spilling on the terminal or near to it. Any contact of the terminal with water or liquid can cause a fire hazard or an electric shock hazard.
- If liquid or metallic item gets accidentally inside the terminal, turn it off immediately, unplug the power cord and contact your retailer. Otherwise, you would face a fire hazard or an electric shock hazard.
- In case of heat, smoke, unusual smell or abnormal noise emissions, turn the terminal off, unplug the power cord immediately and contact your retailer. Otherwise, you would face a fire hazard or an electric shock hazard.
- Avoid using the terminal during an "electric storm", this can cause an electric shock hazard due to lightning.

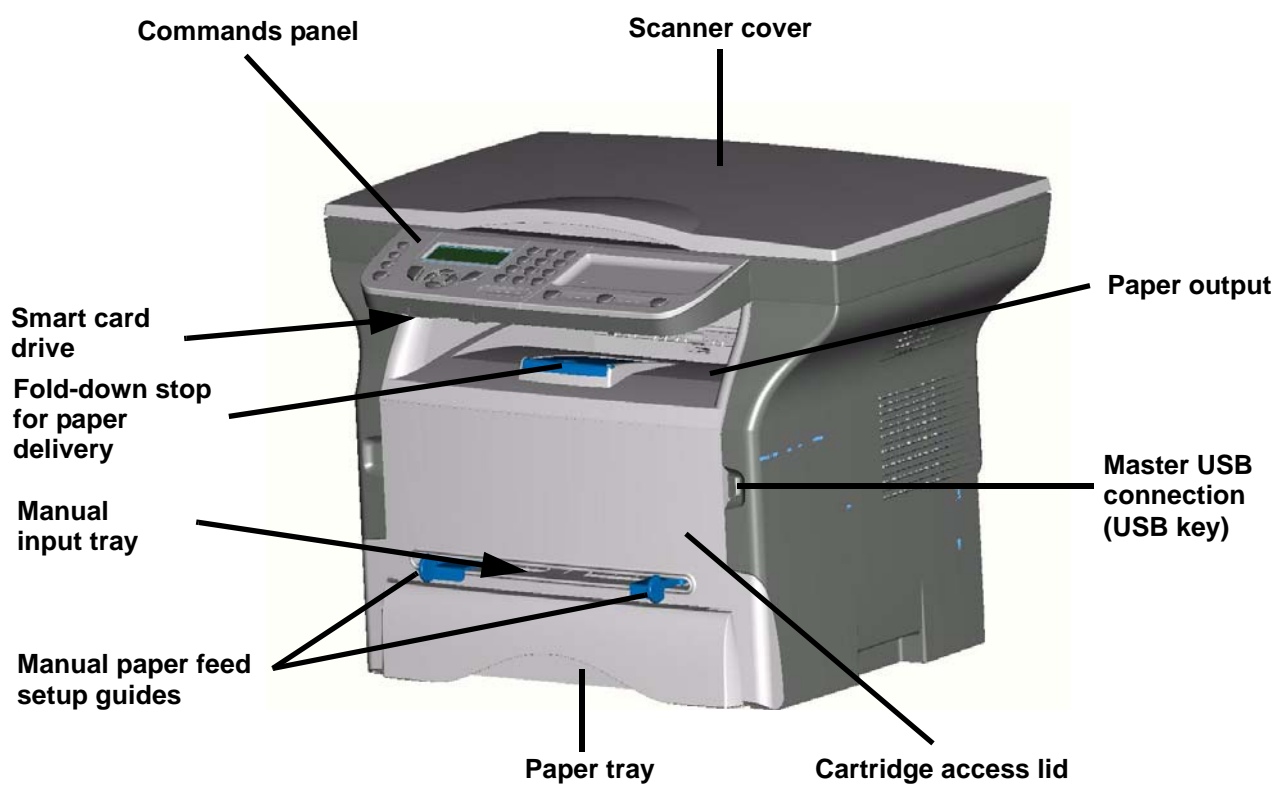
Paper for printing: if you use paper already printed by your terminal or another printer, the printing quality may not be optimal.



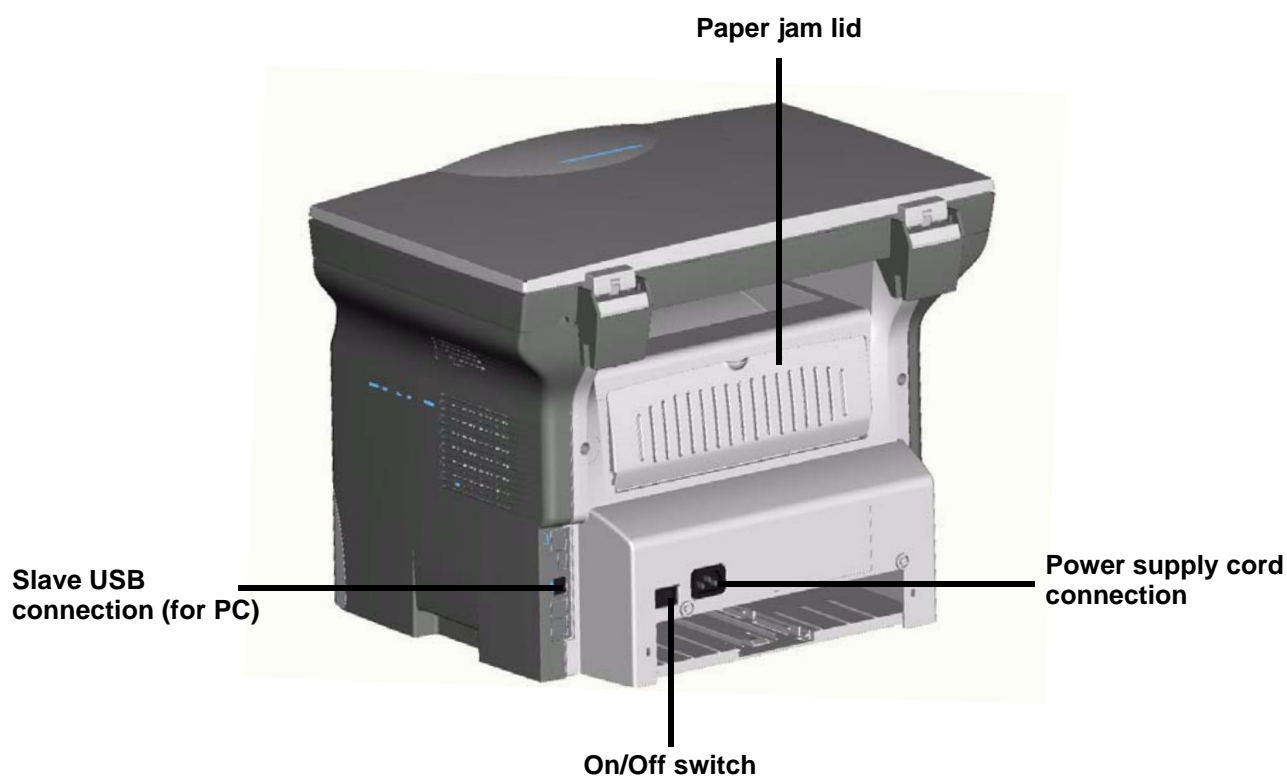
Make sure to place the terminal in well ventilated premises. When operating, the printer generates a small amount of ozone. An unpleasant smell can come from the printer if it is used intensively in not well ventilated premises. For a secure use, make sure you place the terminal in well ventilated premises.

Terminal description

Front side

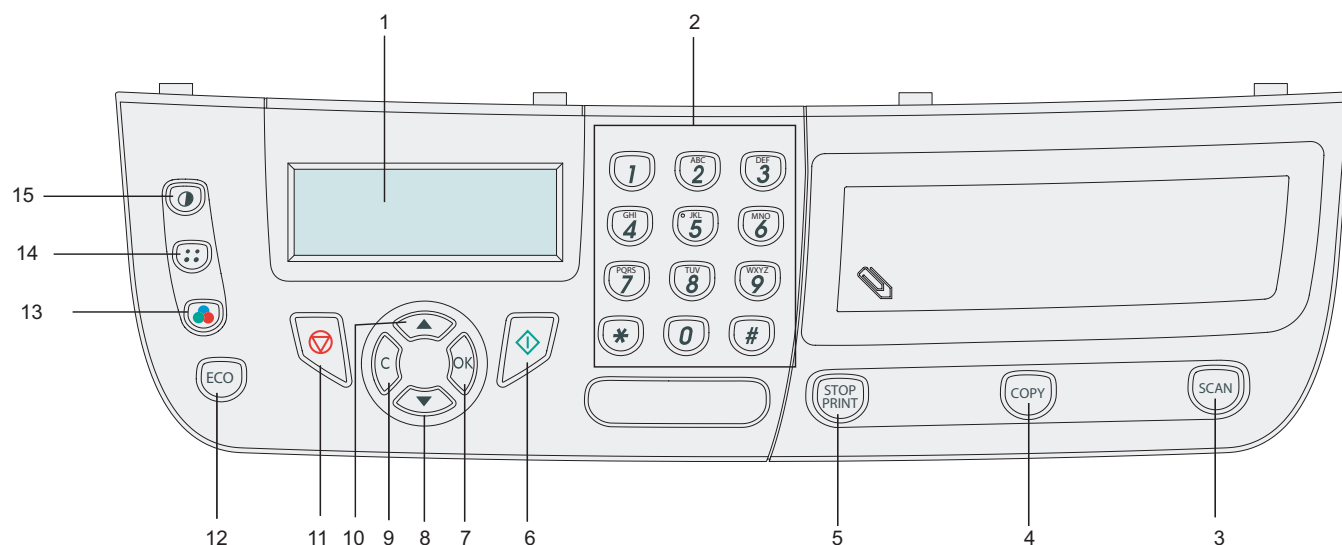







Back side



Command panel

2 - Installation



- | | |
|--|--|
| 1. Screen | 9. Button C : back to the previous menu and input correction |
| 2. Digital keypad | 10. Button ▲ : navigation up the menus |
| 3. Button SCAN : document analysis to the PC | 11. Button  : stop the current operation |
| 4. Button COPY : local copy | 12. Button ECO : sets up the activation delay |
| 5. Button STOP PRINT : stops the current printing | 13. Button  : color analysis mode selection |
| 6. Button  : validation | 14. Button  : analysis resolution setup |
| 7. Button OK : confirms the displayed selection | 15. Button  : contrast setup |
| 8. Button ▼ : menu access and navigation down the menus | |

Packaging contents

The packaging contains the items listed below:

Multifunction device



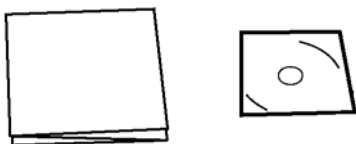
Control panel



1 toner cartridge



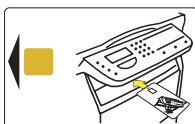
1 installation guide and 1 PC installation CD ROM



1 power cord

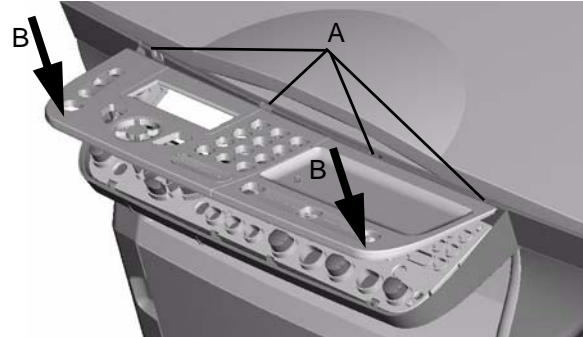


1 initialisation card



Device installation

- 1 Unpack the device.
- 2 Install the device respecting the security notices stated at the beginning of this booklet.
- 3 Remove all stickers from the terminal.
- 4 Remove the plastic protection film from the screen.
- 5 Place the control panel in front of the terminal, insert the control panel in its back slots (A).



- 6 Push the front side of the control panel (B) to clip it.

Loading paper

Loading paper in the main unit tray and supplementary paper feed

- (1) Paper to be used must be inserted with the face down, and abutting the side fence and back fence. Not abutting the paper, this may cause feed failure, skewing, and paper jams.
- (2) Amount of loaded paper must not exceed the loading mark. If the loading mark is exceeded, this may cause feed failure, skewing, and paper jams.
- (3) Adding paper to the pile may cause double feeding, and should be avoided.
- (4) When withdrawing the cassette from the main unit, always support it with both hands.
Pulling the cassette out quickly with one hand, may lead to it being unable to be supported, and being dropped.

Handling of paper

- (1) Curling must be corrected before printing.
- (2) Curls must not exceed 10 mm.
- (3) Care must be taken with storage to prevent feed faults and image defects due to leaving the paper in conditions of high humidity.
Adding paper to the pile, or splitting the pile may cause feeding problems, and must be avoided.

Humidity control

- (1) Paper which has become damp, or paper which has been left opened must not be used.
- (2) After opening the paper, it must be kept in a plastic bag.
- (3) Paper with waved ends, paper which is creased, paper with crumples, and any other non-normal paper must not be used.

Handling the unit

Operator shocks

During printing, shocks must not be applied to the paper feed cassette, tray, cover, and so on.

Moving the unit

When moving the unit on a desk, it must be lifted, and not dragged.

Handling the EP cartridge

- (1) Must not be stood on the side, or held upside down.
- (2) Must not be shaken.

Note: When using envelopes

- Feeding can be done only through the manual feed.
- Recommended area should be the area which excludes 15 mm from the leading edge, 10 mm from and both the left and right edges, and the rear edge.
- A few lines may be given in solid print at the part of being overlapped.
- Envelopes which are not recommended may lead to improper printing.
- Curled envelope after printing should be fixed manually.
- Small crumples on the edge of the wide side of envelopes. Smearing, or less clear printing may appear on the reverse side.
- Set envelope by pressing the folding line of four edges properly after releasing air inside.
- Set envelope in a proper position after aligning in case it is bent or warped.
- Paper conditioning is not allowed. And it should be used under normal office environment.

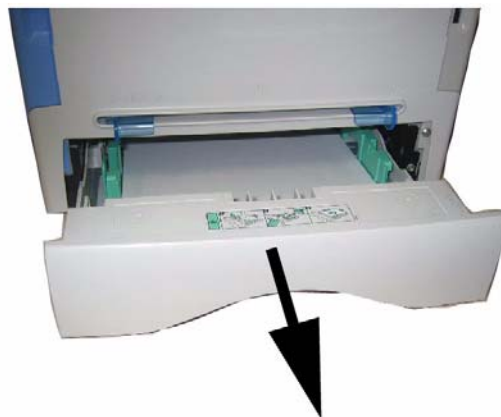
Feed cassette paper insertion

Your device accepts a number of formats and types of papers.

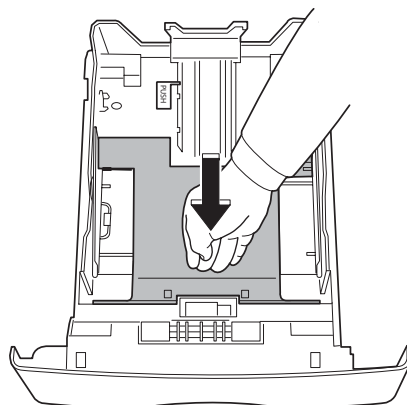


You can use paper weighting between 60 and 105 g/m².

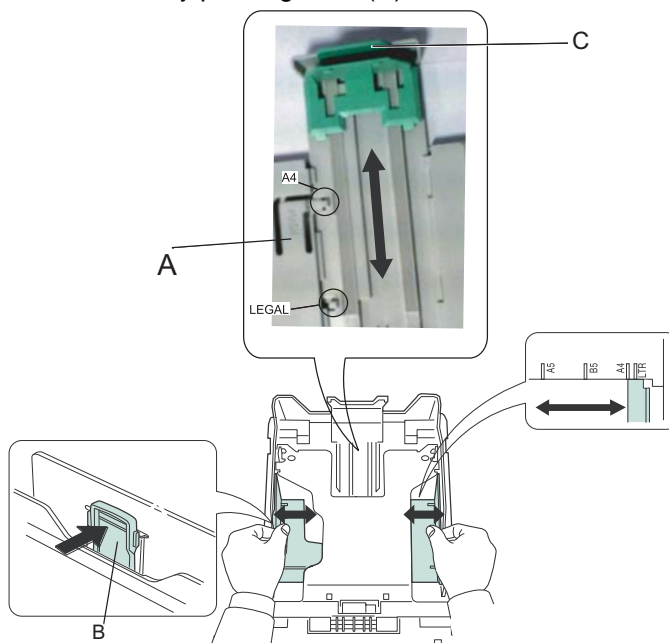
- 1 Remove the paper feed cassette completely.



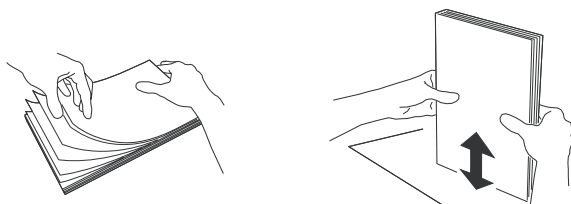
- 2 Push the lower panel down until it clicks.



- 3 Setup the back side feed cassette stop by pushing the "PUSH" lever (A). Then adjust the lateral paper guides to the paper format by pushing lever (B) located on the left guide. Adjust the length paper guide to the paper format by pushing lever (C).



- 4 Take a paper stack, pull the paper off and align it on a flat surface.



- 5 Put the paper stack in the feed cassette (200 sheets for 80 g/m² paper for instance).
- 6 Put the feed cassette back in its location.

Cartridge installation

- 1 Stand in front of the device.
- 2 Push the left and right sides of the lid and pull it at the same time towards you.



- 3 Unpack the cartridge and hold it by its handle.



- 4 Insert the cartridge in its slot by pushing it until it clicks (last move down) as shown on the picture below.



- 5 Close the cover.

Paper delivery stop

Adjust the paper delivery stop, depending on the format of the document to be printed. Do not forget to raise the flap to prevent the sheets from falling down.



Starting your device

Device connection



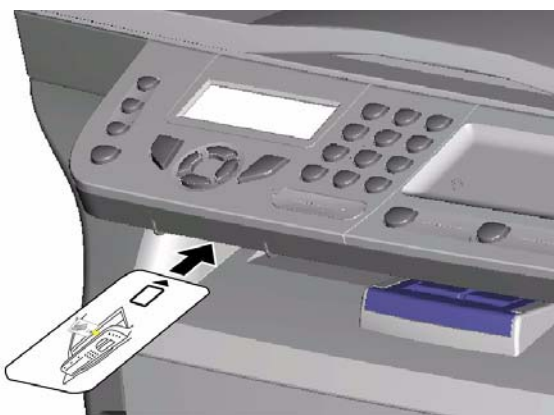
Before plugging the power cord, it is imperative to refer to the **Security directives**, page 1.

- 1 Connect the power cord to the device.
- 2 Make sure that the On/Off switch is on Off (O position). Plug the power cord to outlet on the wall.



As a precaution, in case of danger, the power cord is used as a 230 V power unit cut off. The outlet shall be located close to the device and be of easy access.

- 3 Press the On/Off button to turn on the device (I position).
- 4 After initialization, "WAITING FOR INIT" appears on the screen. Insert the initialization card provided in the card reader as indicated on the picture.



- 5 After an analysis phase, INIT. OK - REMOVE CARD appears on the screen. Remove the initialization card from the drive.
- 6 The terminal is set to English by default. To modify this parameter, refer to the paragraph **Setup the display language**, page 16.

Paper insertion in the manual input tray

The manual input tray allows you to use various paper formats with greater weightings than the one used in the paper feed cassette. Only one sheet or envelope can be fed at a time.



You can use paper, which weights between **52** and **160 g/m²**.

- 1 Spread the manual feed guides to the maximum.



- 2 Insert a sheet or an envelope in the manual input tray.
- 3 Adjust the paper guides against the right and left edges of the sheet or the envelope.
- 4 Print making sure that the chosen paper format corresponds to the selected format on the printer.


Copy

Your device gives you the possibility to make one or more copies.

You can also setup several parameters in order to make copies at your will.


Simple copy

In this case, the default parameters are applied.

- 1 Place the document to be copied, side to be copied against the glass.
- 2 Press two times on the  button. The copy is made taking the default parameters into account.

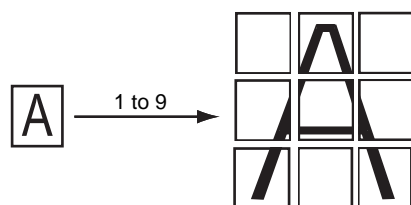
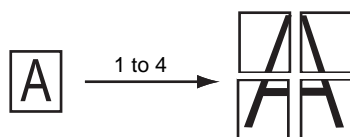
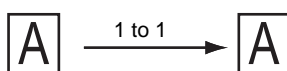
Sophisticated copy

The sophisticated copy allows to do custom setups for the current copy.

- 1 Place the document to be copied, side to be copied against the glass.
- 2 Press the  button.
- 3 Enter the number of copies that you want and confirm with the **OK** button.
- 4 Choose the resolution depending on the printing quality that you want **ULTRA FAST**, **FAST**, **QUALITY** or **PHOTO** with the buttons \blacktriangle or \blacktriangledown , then confirm with the **OK** button.
- 5 You can print the desired copy on several paper formats to create a poster. Select **1 PAGE TO 1**, **1 PAGE TO 4** or **1 PAGE TO 9** with the buttons \blacktriangle or \blacktriangledown , then confirm with the **OK** button.

Analyzed sheet

Output



- 6 Adjust the contrast level with the buttons \blacktriangle or \blacktriangledown , then confirm with the **OK** button.
- 7 Adjust the desired brightness level with the buttons \blacktriangle or \blacktriangledown , then confirm with the **OK** button.
- 8 Adjust the desired zoom level, from **25% TO 400%** with the buttons \blacktriangle or \blacktriangledown , confirm with the **OK** button.
- 9 Adjust the desired origin values with the digital keyboard buttons \blacktriangle or \blacktriangledown then confirm with the **OK** button.
- 10 Choose the paper type **NORMAL**, **THICK** with the buttons \blacktriangle or \blacktriangledown , then confirm with the **OK** button.
- 11 Choose the paper tray **AUTOMATIC** or **MANUAL** with the buttons \blacktriangle or \blacktriangledown , then confirm with the **OK** button.

Special setup for the copy

Setups done through this menu become the device **default setups** after you confirm.




When the quality of the printing is not satisfying, you can proceed to a calibration with **MENU 80**.

Resolution setup

The **RESOLUTION** parameter allows you to setup the photocopy resolution.

▼ 841 - ADVANCED FCT/COPY/RESOLUTION

- 1 Choose the resolution **ULTRA FAST**, **FAST**, **QUALITY** or **PHOTO** with the buttons \blacktriangle or \blacktriangledown .
- 2 Confirm your choice by pressing the **OK** button.

You can also setup the resolution by pressing the  button.

Zoom setup

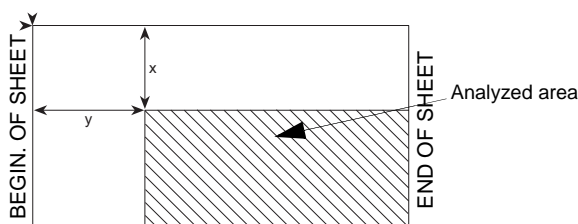
▼ 842 - ADVANCED FCT/COPY/ZOOMING

The **ZOOM** parameter allows you to shrink or enlarge an area of a document by choosing the origin and the zoom level to be applied to this document from 25 to 400 %. Enter the desired zoom level with the digital keyboard, confirm your choice by pressing the **OK** button.

Analysis origin setup

If you want, you can change the origin of the scanner.

By entering new values for X and Y in mm ($X < 210$ and $Y < 286$), you move the analyzed area as shown on the diagram below.





▼ 843 - ADVANCED FCT/COPY/ORIGIN

- 1 Select the X and Y coordinates with the buttons ▲ or ▼.
- 2 Setup the desired coordinates with the digital keyboard or the buttons ▲ and ▼, confirm your choice by pressing on the **OK** button.

Contrast setup

The **CONTRAST** parameter allows to choose the photocopy contrast.


▼ 844 - ADVANCED FCT/COPY/CONTRAST

- 1 Setup the desired level of contrast with the buttons ▲ and ▼, confirm by pressing the **OK** button.
- 2 You can also directly setup the desired contrast with the  button, press several times on this button until the desired setup without using the Menu 845.
- 3 Quit this menu by pressing the  button.

Brightness setup


The **BRIGHTNESS** parameter allows to lighten or darken your original document.

▼ 845 - ADVANCED FCT/COPY/LUMINOSITY

- 1 Setup the desired brightness with the buttons ▲ and ▼.
- 2 Confirm your choice by pressing the **OK** button.
- 3 Quit this menu by pressing the  button.


Paper type setup

▼ 851 - ADVANCED FCT/SCAN. & PRINT/PAPER TYPE

- 1 Select the paper **NORMAL** or **THICK** that you use with the buttons ▲ and ▼.
- 2 Confirm your setup by pressing the **OK** button.
- 3 Quit this menu by pressing the  button.

Paper tray selection


▼ 852 - ADVANCED FCT/SCAN. & PRINT/TRAY PAPER

- 1 Select the paper tray that you use **AUTOMATIC** or **MANUAL** with the buttons ▲ and ▼.
- 2 Confirm by pressing the **OK** button.
- 3 Quit this menu by pressing the  button.

Analysis margins setup

If you want to, you can offset the lateral margins of the document to the left or right during the analysis with your flat-bed scanner.


▼ 853 - ADVANCED FCT/SCAN. & PRINT/FLATBED MARG

- 1 Setup the left / right margins offsets (by 0.5 mm steps) with the buttons ▲ and ▼.
- 2 Confirm by pressing the **OK** button.
- 3 Quit this menu by pressing the  button.

Left and right printing margins setup

If you want to, you can offset the lateral margins of the document to the left or right during printing.


▼ 854 - ADVANCED FCT/SCAN. & PRINT/PRINTER MARG

- 1 Setup the left / right margins offsets (by 0.5 mm steps) with the buttons ▲ and ▼.
- 2 Confirm by pressing the **OK** button.
- 3 Quit this menu by pressing the  button.

Top and bottom printing margins setup

If you want to, you can offset the lateral margins of the document towards the top or the bottom during printing.

▼ 855 - ADVANCED FCT/SCAN. & PRINT/TOP PRINT.

- 1 Setup the top / bottom margins offsets (by 0.5 mm steps) with the buttons ▲ and ▼.
- 2 Confirm by pressing the **OK** button.
- 3 Quit this menu by pressing the  button.

Parameters/ Setup

You can setup your terminal as you like depending on the use. You will find in this chapter description of the functions.

You can print the functions guide and the available setup of your multifunction terminal.



Your terminal is continuously being updated, new functions are regularly made available. To benefit, visit our website www.sagem.com and download the last updates.

Print the functions guide

- 1 Press on ▼ and enter **51** with the digital keypad. The printing of the functions guide starts.

Print the list of setups


- 1 Press on ▼, enter **54** with the digital keypad. The printing of the list of setups starts.

Lock the keyboard

This function prevents non-authorized people from accessing the device. An access code will be required every time someone wants to use the device. After each use, the device will lock automatically.

Before that you have to enter a lock code

▼ 811 - ADVANCED FCT/LOCK/LOCKING CODE

- 1 Press on ▼, enter **811** with the digital keyboard.
- 2 Enter your lock code (4 digits) with the keyboard, confirm with **OK**.
- 3 Enter again your lock code (4 digits) with the keyboard, confirm with **OK**.
- 4 Quit this menu by pressing the  button.




If a code is already registered, enter the old code before typing the new one.

Activate the keyboard lock

Everytime you use your terminal, you will have to enter your code.

▼ 812 - ADVANCED FCT/LOCK/LOCK KEYBD.


- 1 Press on ▼, enter **812** with the keyboard.
- 2 Enter the lock code and confirm with **OK**.
- 3 With the buttons ▼ or ▲, choose **WITH** and confirm with **OK**.
- 4 Quit this menu by pressing the  button.

Read the counters

You can consult at any time the activities counters of your device.


This function shows you the number of scanned pages.

▼ 823 - ADVANCED FCT/COUNTERS/SCANNED PAGE

- 1 Press on ▼, enter **823** with the keyboard.
- 2 The number of scanned pages appears on the screen.
- 3 Quit this menu by pressing the  button.

This function shows you the number of printed pages.


▼ 824 - ADVANCED FCT/COUNTERS/PRINTED PG

- 1 Press on ▼, enter **824** with the keyboard.
- 2 The number of printed pages appears on the screen.
- 3 Quit this menu by pressing the  button.

Display the consumables status

You can read at any time the remaining toner in the cartridge. This level appears in percentage.

▼ 86 - ADVANCED FCT/CONSUMABLES

- 1 Press on ▼, enter **86** with the keyboard.
- 2 The available toner percentage appears on the screen.
- 3 Quit this menu by pressing the  button.

Calibrate your scanner

You can do this operation when the quality of photocopied documents is not satisfactory anymore.

▼ 80 - ADVANCED FCT/CALIBRATION


- 1 Press on ▼, enter **80** with the keyboard, confirm with **OK**.
- 2 The scanner is triggered and a calibration is done automatically.
- 3 At the end of the calibration, the terminal comes back to the screen saver.

Switch your terminal to standby mode

You can choose the time before the terminal switches to standby mode. The device switches to standby mode after not being used for time (in minutes).

You can choose with the setup **WITHOUT**, **DELAY 5 MIN**, **DELAY 15 MIN**, **DELAY 30 MIN**.


▼ 29 - SETUP/TECHNICALS

- 1 Press on ▼, press on **OK**.
- 2 Select **TECHNICALS** with the ▼ or ▲ buttons and confirm with **OK**.
- 3 Select **08** with the ▼ or ▲ buttons and confirm with **OK**.
- 4 Quit this menu by pressing the  button.

Save your ink cartridge

This function allows you to increase the lifetime of your toner cartridge.


▼ 29 - SETUP/TECHNICALS

- 1 Press on ▼, press on **OK**.
- 2 Select **TECHNICALS** with the ▼ or ▲ buttons and confirm with **OK**.
- 3 Select **80** with the ▼ or ▲ buttons and confirm with **OK**.
- 4 Choose the parameter **WITH** with the ▼ or ▲ buttons and confirm with **OK**.
- 5 Quit this menu by pressing the  button.

Setup the printing format

The default setup is **NO**. You can print a document in a **LETTER** format on A4 pages by setting up this parameter on **LETTER/A4**.

▼ 29 - SETUP/TECHNICALS

- 1 Press on ▼, press on **OK**.
- 2 Select **TECHNICALS** with the ▼ or ▲ buttons and confirm with **OK**.
- 3 Select **93** with the ▼ or ▲ buttons and confirm with **OK**.
- 4 Choose the parameter **LETTER/A4** with the ▼ or ▲ buttons and confirm with **OK**.
- 5 Quit this menu by pressing the  button.


Declare the number of authorised WEP keys

You can create a network with WEP keys to allow several personal computers to use the terminal as a network printer.

You can authorise up to 4 WEP (Wired Equivalent Privacy) on your terminal.

To declare the number proceed as follows:


▼ 29 - SETUP/TECHNICALS

- 1 Press on ▼, press on **OK**.
- 2 Select **TECHNICALS** with the ▼ or ▲ buttons and confirm with **OK**.
- 3 Select **96** with the ▼ or ▲ buttons and confirm with **OK**.
- 4 Enter the desired key number (4 maximum), confirm with **OK**.
- 5 Quit this menu by pressing the  button.

Setup the display language

You can select another language for the menus display. By default, the terminal operates in the English language.


▼ 203 - SETUP/GEOGRAPHICAL/LANGUAGE

- 1 Press on ▼, enter **203** with the keyboard and confirm with **OK**.
- 2 Choose the desired language with the ▼ or ▲ buttons and confirm with **OK**.
- 3 Quit this menu by pressing the  button.

Setup of the default paper format

This menu allows to setup the default paper format to be used for printing.

▼ 856 - ADVANCED FCT/SCAN. & PRINT/ PAPER FORMAT

- 1 Select the default paper size with the ▲ and ▼ buttons within the following choices: **A4**, **A5**, **LETTER** and **LEGAL**.
- 2 Confirm by pressing the **OK** button.
- 3 Quit this menu by pressing the  button.

WLAN network

You can connect your terminal to a PC using a USB cable or make a wireless connection (via radio) with a PC or network.



Beware, when you are using a wireless connection, that certain items of medical equipment, sensitive or security systems may be affected by the radio transmissions of your device; in all cases, please follow safety guidelines closely.

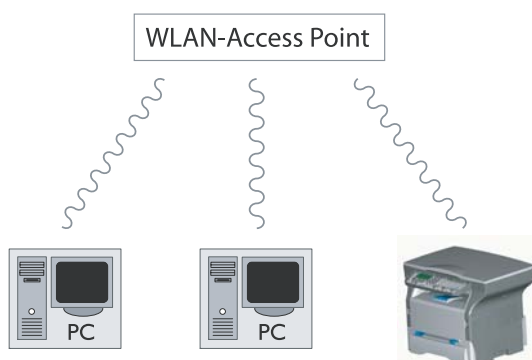
If you have a WLAN adaptor, you can incorporate your terminal as a network printer into a radio network. This works only with an approved printer adaptor that you can obtain from our ordering department. For further information, contact www.sagem.com.

Type of radio network

A radio network or WLAN (Wireless Local Area Network) is created when at least two computers, printers or other peripheral devices communicate with each other in a network via radio waves (high frequency waves). The transmission of data in the radio network is based on the standards 802.11b and 802.11g. According to how the network is set up, it may be described as an infrastructure network or an ad-hoc network.

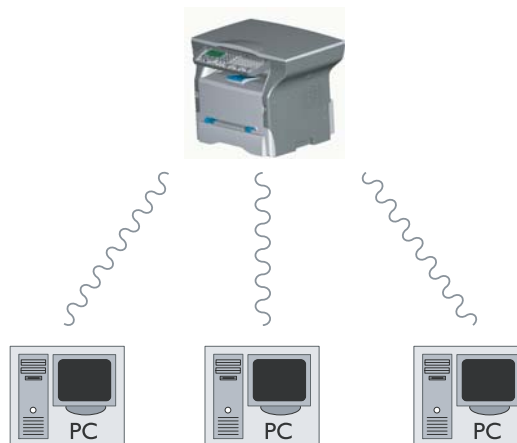
Radio infrastructure network

In an infrastructure network, several devices communicate via a central access point (a gateway or router). All data is sent to the access point (gateway or router) from where it is re-distributed.



Radio ad-hoc network

In an ad-hoc network, the devices communicate directly with each other without passing through an access point. The speed of communication across the whole radio network is as fast as the weakest connection in the network. The speed of communication is also dependent on spatial distance between transmitter and receiver, as well as the number of barriers, such as walls or ceilings.



Radio networks (WLAN)

Three steps are necessary to incorporate your terminal into a radio network (WLAN):

- 1 Configure the network to your PC.
- 2 Set up the parameters for your terminal so that it can function in a network.
- 3 Having set up the parameters your device, install the Companion Suite LL software onto your PC with the necessary printer drivers.

The PC and all other devices must have their parameters set up to the same network as the multifunction terminal. All the details needed for setting up the device, such as the network names (SSID), type of radio network, WEP key, IP address or subnetwork mask, must match the specifications of the network.



You will find these details on your PC or on the Access Point.

To find out how to set up the parameters for your PC, please consult the users' manual for your WLAN adaptor. For large networks, please seek the advice of your network administrator.



You can be sure of perfect communication if you use an approved adaptor in conjunction with your PC.

All of the latest printer drivers for the approved adaptor may be found on our website together with further information: www.sagem.com.

Connect your WLAN adaptor

Your terminal belongs to a new generation of terminals that you can incorporate into a WLAN network using a WLAN USB key.

Your terminal's network radio adaptor transmits data using the radio protocol IEEE 802.11g; it can also be incorporated into an existing IEEE 802.11b network.



When connecting to your terminal, only use the approved adaptor. Other transmitting or receiving adaptors may damage your device.

Irrespective of whether you use your terminal in an infrastructure or ad-hoc network, you must set up certain network and security parameters (for example, the Service-Set-ID (SSID) and the WEP key). These must match the network's specifications.

Plug your WLAN USB key into the USB port of your terminal.



Configure your network



We recommend that the settings of your WLAN network should only be changed by a person with a good knowledge of the configuration of your computer.

Creating or rejoining a network

Before attempting to use a WLAN adaptor on your terminal, you must enter the parameters that will allow a WLAN network to recognise your terminal.

On your terminal you will find simple instructions that guide you step by step through the set-up of your network. Just follow them!

▼ 281 - SETUP/WLAN/ASS. CONFIG.

- 1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
- 3 Select **ASS. CONFIG.** using the keys ▼ or ▲ and confirm with **OK**.
- 4 Select **NEW NETWORK** using the keys ▼ or ▲ and confirm with **OK**.




If you choose an existing network, steps 5 and 6 (and possibly 7) are carried out automatically.

- 5 **SSID** appears on the screen, enter the name of your network using the numerical keypad, pressing the keys one after the other until you obtain the name you want (32 characters maximum) and confirm with **OK**.
- 6 **AD-HOC MODE** or **INFRA. MODE** appear on the screen. Go back to the beginning of the chapter and make your choice.
Select one of these modes and confirm with **OK**.
 - If you choose AD-HOC mode, the sub-menu **CHANNEL** appears, enter a figure between 1 and 13 and confirm with **OK**.
- 7 **WITHOUT SECURITY** or **WITH SECURITY** appear on the screen.
Select the option you want and confirm with **OK**.
 - If you choose **WITH SECURITY** the sub-menu **WEP KEY 1** appears, enter the key number (1 to 4 maximum) that you are using on your network.



The WEP key number may be configured in the menu:


▼ 29 - SETUP/TECHNICALS/WEP KEYS
NBR

- 8 **IP CONF.: MANU** or **IP CONF.: AUTO** appear on the screen.
If you choose to set up the system manually, go to the next paragraph and enter the parameters **IP ADDRESS**, **SUBNET MASK** and **GATEWAY**.
- 9 At the end of this procedure, you return to the main menu of **ASS. CONFIG.**
- 10 Exit this menu by pressing the  key.


Referring to or changing your network parameters

Each of the parameters of your network may be changed as your network develops.

▼ 2822 - SETUP/WLAN/PARAMETERS/IP ADDRESS


- 1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
- 3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
- 4 Select **IP ADDRESS** using the keys ▼ or ▲ and confirm with **OK**.
- 5 The number of your IP address will appear in the format **000.000.000.000**. Enter the new IP address for your terminal in the format displayed and confirm with **OK**.
- 6 Exit this menu by pressing the  key.

▼ 2823 - SETUP/WLAN/PARAMETERS/SUBNET MASK


- 1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
- 3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
- 4 Select **SUBNET MASK** using the keys ▼ or ▲ and confirm with **OK**.
- 5 The number of your subnet mask will appear in the format **000.000.000.000**. Enter the new submask of your terminal in the format displayed and confirm with **OK**.
- 6 Exit this menu by pressing the  key.

▼ 2824 - SETUP/WLAN/PARAMETERS/GATEWAY


- 1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
- 3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
- 4 Select **GATEWAY** using the keys ▼ or ▲ and confirm with **OK**.

- 5 The number of your gateway will appear in the format **000.000.000.000**. Enter the new gateway for your terminal in the format displayed and confirm with **OK**.
- 6 Exit this menu by pressing the  key.

▼ 2825 - SETUP/WLAN/PARAMETERS/SSID

- 1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
- 3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
- 4 Select **SSID** using the keys ▼ or ▲ and confirm with **OK**.
- 5 The name of your network will appear on the screen. Enter the new name of your network and confirm with **OK**.
- 6 Exit this menu by pressing the  key.

▼ 2826 - SETUP/WLAN/PARAMETERS/MODE

- 1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
- 3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
- 4 Select **MODE** using the keys ▼ or ▲ and confirm with **OK**.
- 5 The symbol >>, tells you that your network is in active mode.
- 6 Select one of the modes and confirm with **OK**.
 - If you choose the AD-HOC MODE, the sub-menu **CHANNEL** will appear; enter a number between 1 and 13 and confirm with **OK**.
- 7 Exit this menu by pressing the  key.



In an AD-HOC network, the devices communicate directly with each other without passing through an access point. The speed of communication across the whole AD-HOC radio network is as fast as the weakest connection in the network. The speed of communication is also dependent on spatial distance between transmitter and receiver, as well as the number of barriers, such as walls or ceilings.

▼ 2827 - SETUP/WLAN/PARAMETERS/SECURITY

This parameter allows you to make your network secure.


- 1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.

- 3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
- 4 Select **SECURITY** using the keys ▼ or ▲ and confirm with **OK**.
- 5 Choose **WITH** or **WITHOUT** and confirm by **OK**.
If you choose **WITH**, enter a password:
 - In a 64 bit security configuration, the password must contain five characters exactly.
 - In a 128 bit security configuration, the password must contain 13 characters exactly.




You may also enter the password using the hexadecimal system, if this is the case:

- For a 64 bit security configuration, the password must contain exactly 10 hexadecimal characters.
- For a 128 bit security configuration, the password must contain exactly 26 hexadecimal characters.

- 6 Exit this menu by pressing the  key.

▼ 2828 - SETUP/WLAN/PARAMETERS/HOSTNAME

The machine name allows you to identify your terminal on the network via a PC (for example with the name "PRINT-NETWORK-1").

- 1 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 2 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
- 3 Select **PARAMETERS** using the keys ▼ or ▲ and confirm with **OK**.
- 4 Select **HOSTNAME** using the keys ▼ or ▲ and confirm with **OK**.
- 5 Type in the desired name (15 characters maximum) and confirm with **OK**.
- 6 Exit this menu by pressing the  key.


Once your connection has been set up, you must install the network printer driver "**Laser Pro LL Network**" on your PC so that you can print your documents. Refer to the paragraph **Wireless connection**, page 30.

An example of how an AD-HOC network may be set up

An example of how to configure an Ad-hoc network without security protection using the following parameters:

- network name: "house"
- radio type: "ad-hoc"
- channel: "1"
- PC's IP address: "169.254.0.1"
- PC's subnetwork mask: "255.255.0.0"
- PC's gateway: "0.0.0.0"
- IP address of the multifunction terminal: "169.254.0.2"
- subnetwork mask of the multifunction terminal: "255.255.0.0"
- multifunction terminal's gateway: "0.0.0.0"

Setting up a multifunction terminal

- 1 Plug the WLAN USB key into the USB connector of the multifunction terminal.
- 2 Type in ▼, select the menu **SETUP** using the keys ▼ or ▲ and confirm with **OK**.
- 3 Select **WLAN** using the keys ▼ or ▲ and confirm with **OK**.
- 4 Select **ASS. CONFIG.** using the keys ▼ or ▲ and confirm with **OK**.
- 5 Select **NEW NETWORK** using the keys ▼ or ▲ and confirm with **OK**.
- 6 **SSID** appears on the screen, enter "**house**" using the numerical keypad and confirm with **OK**.
- 7 Select the mode **AD-HOC MODE** and confirm with **OK**.
- 8 Enter "**1**" in the field **CHANNEL** and confirm with **OK**.
- 9 Select **WITHOUT SECURITY** and confirm with **OK**.
- 10 Select **IP CONF.: MANU** and confirm with **OK**.
- 11 Enter "**169.254.0.2**" in the field **IP ADDRESS** and confirm with **OK**.
- 12 Enter "**255.255.0.0**" in the field **SUBNET MASK** and confirm with **OK**.
- 13 Enter "**0.0.0.0**" in the field **GATEWAY** and confirm with **OK**.
- 14 At the end of this process, you return to the main menu of **ASS. CONFIG.**
- 15 Exit this menu by pressing the  key.

Once the network has been set up, the LED of the WLAN USB key should be on.
You must now set up the PC.

Setting up the PC

For this section, refer to the instructions supplied by the manufacturer of the WLAN USB key to help you to find and join the "house" network.

- 1 You may need to install the software for the WLAN USB key on the PC, if this has not already been done.
- 2 Plug WLAN USB key into a USB port on the PC.
- 3 Use the software of the WLAN USB key to detect the network.
- 4 Join the network "**house**" once this has been detected.
- 5 Now set up the WLAN network connection of your PC.



To guide you through this stage, refer to the paragraph "Setting the parameters for a connection" in the manufacturer's instructions.

To do this, you must configure the element **Protocol Internet (TCP/IP)** for the WLAN connection that has been created. If this element is set up in such a way as to obtain an IP address automatically, you must change it to manual mode to set up the TCP/IP address ("169.254.0.1" in our example), the subnet mask ("255.255.0.0" in our example) and the default gateway ("0.0.0.0" in our example).

- 6 Enter **OK**.

USB memory key

You can connect a USB memory Key on the front side of your terminal. The files stored in TXT, TIFF and JPEG formats will be analyzed and you will be able to realize the following actions:

- print the stored files contained in your USB memory key,
- delete the files contained in your USB memory key,
- run an analysis on the contents of the inserted USB memory key,
- digitize a document on your USB memory key.

Use of the USB memory key



Print your documents

You can print the stored files or a list of the files located in the USB memory key.



Print the list of files located in the key

▼ 01 - MEDIA/PRINT DOC./LIST

- 1 Insert the USB memory key on the front side of the terminal respecting the way of insertion.
- 2 **MEDIA ANALYSIS** appears on the screen.
- 3 Select **PRINT DOC.** with the ▼ or ▲ buttons and confirm with **OK**.
- 4 Select **LIST** with the ▼ or ▲ buttons and confirm with **OK**.
- 5 The list is shown in a table with the following informations:
 - the analyzed files are indexed in an incremental 1 by 1 order,
 - the files name with their extension,
 - the date of the files last save,
 - the files size in Kbytes.

Print the files located in the key

▼ 01 - MEDIA/PRINT DOC./FILE



- 1 Insert the USB memory key on the front side of the terminal respecting the way of insertion.
- 2 **MEDIA ANALYSIS** appears on the screen.
- 3 Select **PRINT DOC.** with the ▼ or ▲ buttons and confirm with **OK**.
- 4 Select **FILE** with the ▼ or ▲ buttons and confirm with **OK**.
- 5 You have three possibilities to print your files:
 - **ALL**, to print all the files located in the USB memory key.
Select **ALL** with the ▼ or ▲ buttons and confirm with **OK**. The printing is started automatically.
 - **SERIE**, to print several files located in the USB memory key.
Select **SERIE** with the ▼ or ▲ buttons and confirm with **OK**.
FIRST FILE and the first indexed file appears on the screen, select with the ▼ or ▲ buttons the file to print and confirm with **OK**. A star (*) appears on the left side of the file.
LAST FILE appears on the screen, select with the ▼ or ▲ buttons the other files to print and confirm with **OK**.
Press the  button. **COPIES NUMBER** appears on the screen, enter the desired number of copies with the digital keypad and confirm with **OK** to start printing.
 - **SELECTION**, to print only one file located in the USB memory key.
Select with the ▼ or ▲ buttons the file to print and confirm with **OK**. **COPIES NUMBER** appears on the screen, enter the desired number of copies with the digital keypad and confirm with **OK** to start printing.
- 6 Quit this menu by pressing the  button.

Delete your files located in the key

You can delete files located in your USB memory key.

▼ 06 - MEDIA/DELETE/MANUAL

- 1 Insert your USB memory key on the front side of your terminal respecting the way of insertion.
- 2 **MEDIA ANALYSIS** appears on the screen.
- 3 Select **DELETE** with the ▼ or ▲ buttons and confirm with **OK**.
- 4 Select **MANUAL** with the ▼ or ▲ buttons and confirm with **OK**.

- 5 You have three possibilities to delete your files:
- **ALL**, to delete all the files located in the USB memory key.
Select **ALL** with the ▼ or ▲ buttons and confirm with **OK**.
You come back to the previous menu.
 - **SERIE**, to delete several files located in the USB memory key.
Select **SERIE** with the ▼ or ▲ buttons and confirm with **OK**.
FIRST FILE and the first indexed file appears on the screen, select with the ▼ or ▲ buttons the file to delete and confirm with **OK**. A star (*) appears on the left of the file.
LAST FILE appears on the screen, select with the ▼ or ▲ buttons the other files to delete and confirm with **OK**.
Press the  button.
You come back to the previous menu
 - **SELECTION**, to delete only one file located in the USB memory key.
Select with the ▼ or ▲ buttons the file to delete and confirm with **OK**.
You come back to the previous menu.
- 6 Quit this menu by pressing the  button.


- 3 Select **SCAN TO** with the ▲ or ▼ buttons then confirm with the **OK** button.

You can also access this function in two other ways:



- *by pressing the **SCAN** button of the terminal deck then by selecting **SCAN-TO-MEDIA**.*
 - *By pressing the ▼ button from the screen saver then by typing **03** on the digital keyboard.*
-

- 4 Choose the **COLOUR** between **BLACK&WHITE** and **COLOUR** with the ▲ or ▼ buttons and the button **OK**.
- 5 With the alphanumeric keyboard, give a name to the scan file (up to 20 characters) and confirm with **OK**.
- 6 Choose the scan format between **IMAGE** and **PDF**, and confirm to start the scan and the recording of the document.
IMAGE allows to have the same kind of file as a photo. **PDF** is a format for the digital documents creation.

The beginning button  allows to start immediately the scan and send a file to the support with the parameters defined in the analysis format.

*With the **IMAGE** format, if you have selected **BLACK&WHITE** the picture will be saved in **TIFF** format, if you have selected **COLOUR** the picture will be saved in **JPEG** format.*

Analyse the USB memory key content

After an inactivity period, your terminal comes back to the main menu. You can see again the USB memory key. To do so, proceed as follows.

▼07 - MEDIA/MEDIA ANALYSIS

- 1 Press on ▼, enter **07** with the keyboard.
- 2 The USB memory key analysis is started.
- 3 You can print or delete the detected files located in your USB memory key. Refer to the previous chapters.

Save a document on a USB memory key

This function allows you to digitize and save a document directly in a USB memory key.

- 1 Place the document to be copied, side to be copied against the glass.
- 2 Insert the USB memory key in the USB connector of your multifunction device.
The USB memory key analysis is started.
When the analysis is finished, the **MEDIA** menu is displayed.

PC Features

Introduction

The Companion Suite Pro software allows the connection of a personal computer with a compatible multifunction terminal.

From the PC, you can:

- manage a multifunction terminal, set it up according to your needs,
- print your documents on the multifunction terminal from your usual applications,
- scan color, grey scale or black and white documents and edit them on your PC, or process them into text using the character recognition software (OCR),

Configuration requirements

The minimum configuration requirements for your personal computer are:

Supported operation systems:

- Windows 98SE,
- Windows Millennium,
- Windows 2000 with at least Service Pack 3,
- Windows XP (Home and Pro).

Processor:

- 500 MHz for Windows 98SE,
- 800 MHz for Windows Me or 2000,
- 1 GHz for Windows XP (Home and Pro),
- CD-ROM drive,
- a free USB port,
- 600 Mbytes of available disk space for the installation.

RAM memory:

- 128 Mbytes minimum for Windows 98, Me, and 2000,
- 192 Mbytes minimum for Windows XP (Home and Pro).

Installation

Install the software on your PC

Under Windows 98SE/ME/2000/XP Pro

Turn your PC on. Open an ADMINISTRATOR session unless working in 98SE and ME environments.

- 1 Open the CD-ROM drive, insert the installation CD-ROM and close the drive.
- 2 An installation procedure is automatically run (Auto run).

- 3 A screen titled COMPANION SUITE PRO LL appears. This screen allows you to install and uninstall the software, access the product's user guides or browse the CD-ROM contents.
- 4 Place your cursor on PRODUCT INSTALLATION and confirm with left-click with the mouse.
- 5 The Products Installation screen appears. Place your cursor on FULL and confirm by left-click with the mouse.

The FULL installation copies on your hard disk the software required for the good execution of the Companion Suite Pro kit, which is:

- Companion Suite Pro (terminal management software, printer drivers, scanner, ...),
- PaperPort.

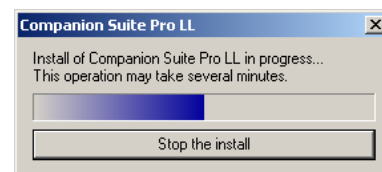


You may already be the owner of a version of the software available in the installation CD-ROM.

In this case use the CUSTOM installation, select the software that you want to install on your hard drive and confirm your choice.

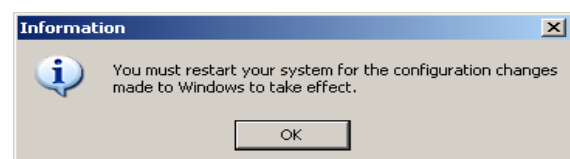
The next two screens only appear if your Windows Installer version is older than 2.0.

The installation resumes, a progress bar appears.



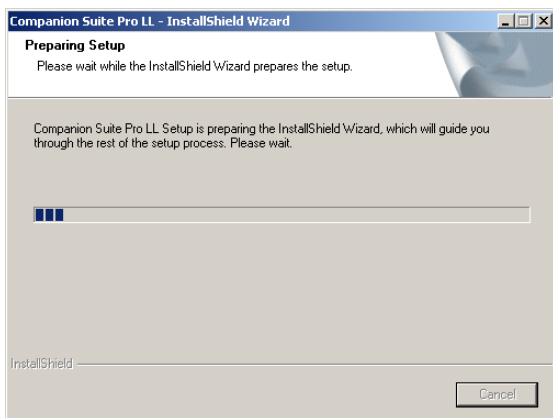
You can stop the program's installation by clicking on the STOP THE INSTALL button.

After search and analysis of the PC components and the multifunction terminal's components, you need to restart your PC for the modifications to take effect. Click on the **OK** button.

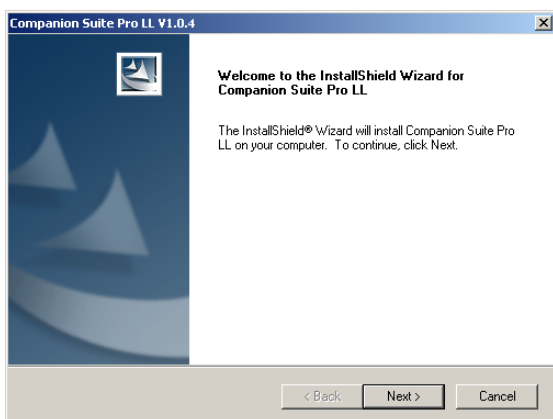


- 6 After restart, the InstallShield Wizard screen shows the progress of the assistant preparation.

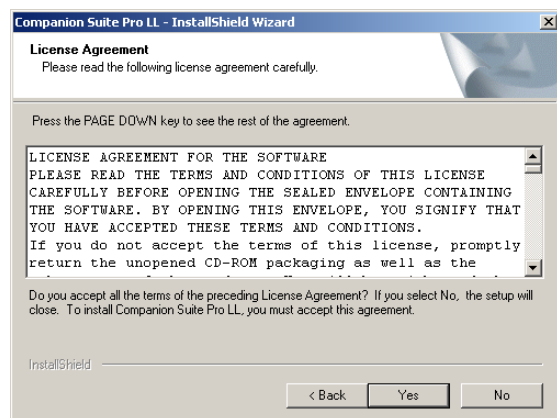
You can stop the procedure at any time by clicking on the **CANCEL** button.



- 7 The assistant finishes, the welcome screen appears.

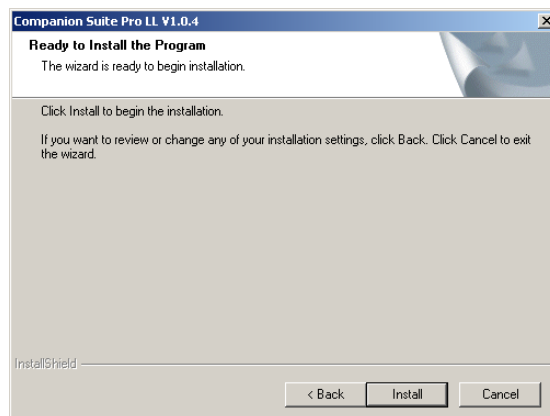


- 8 Click on the **NEXT** button to launch the installation of the COMPANION SUITE PRO kit on your PC.
- 9 Before the files are copied on your hard drive, you need to accept the proposed license agreement, use the scroll bar to read the agreement entirely.



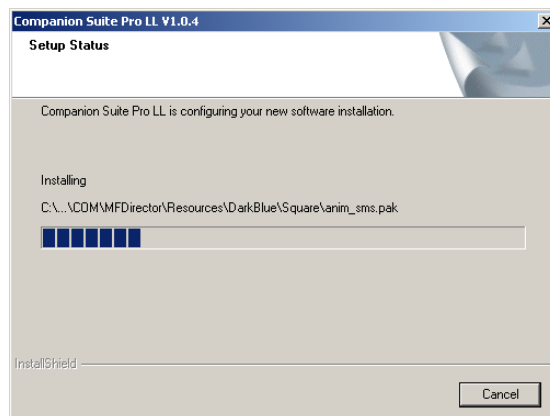
- 10 Click on the **YES** button.
- 11 Click on the **NEXT** button.

- 12 The final installation is ready to be executed.

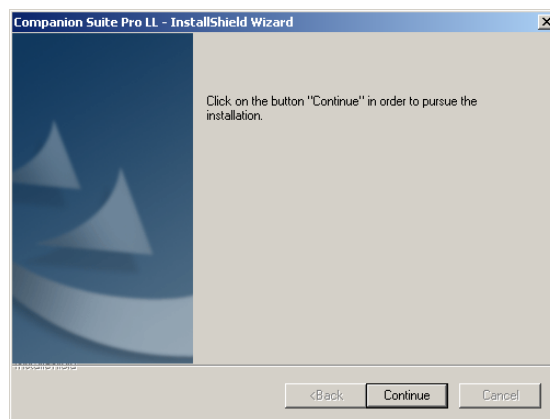


- 13 Click on the **INSTALL** button.

- 14 A screen informs you of the installation progress.

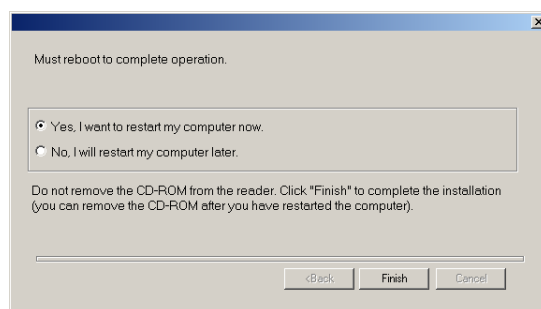


- 15 The Companion Suite Pro software is installed on your PC.



- 16 Click on the **CONTINUE** button to copy the utilities and PaperPort SE software that come along with the kit.

- 17 At the end of the installation, you need to restart your PC to update the system files.



- 18 Select your choice and click on the **FINISH** button.
- 19 Your "Companion Suite Pro" kit is successfully installed on your PC.

You can start the multifunction terminal's management software from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > MF DIRECTOR** or by clicking on the icon **MF DIRECTOR** located on your desktop.



It is possible to add LAN printers without installing the Companion Suite Pro software on Windows 2000 and XP. From the Windows Start menu -> Parameters -> Printers and faxes, select "Add Printer" and follow the instructions on screen.

Connections

Make sure that your multifunction terminal is powered off.

USB Connection

The connection between the PC and the terminal requires a USB 2.0 shielded cable no more than 3 meters long.

You can connect the USB cable before installing the Companion Suite Pro software on Windows 2000 and XP.

Nevertheless, it is recommended to install the Companion Suite Pro software first and then to connect the USB cable to your terminal.



If you connect the USB cable before installing the Companion Suite Pro software the recognition system (plug and play) identifies automatically that new hardware has been added. To start your terminal drivers installation, follow the instructions on screen. If a window asking about the location of the drivers pops up, then indicate the installation CD-ROM.

- 1 Locate your USB cable connectors and connect as shown below on the picture.



- 2 Power off your multifunction terminal. The add hardware assistant window appears.
- 3 Click on the **NEXT** button to finish the installation.
- 4 Select **FIND THE APPROPRIATE DRIVER FOR MY HARDWARE (RECOMMENDED)**. Click on the **NEXT** button.
- 5 Select the location where the system has to look for the driver. Only the **CD-ROM DRIVES** checkbox has to be ticked. Click on the **NEXT** button. The search takes a few moments.
- 6 A window informs you that the driver has been located. Click on the **NEXT** button.
- 7 A screen informs you that the XML interface software has been installed. Click on the **FINISH** button. The add hardware assistant window appears.
- 8 Click on the **NEXT** button.
- 9 Select **FIND THE APPROPRIATE DRIVER FOR MY HARDWARE (RECOMMENDED)**. Click on the **NEXT** button.
- 10 Select the location where the system shall look for the driver. Only the **CD-ROM DRIVES** checkbox has to be ticked. Click on the **NEXT** button. The search takes a few moments.
- 11 A window informs that the driver has been located. Click on the **NEXT** button.
- 12 A screen informs you that the **COMPANION SUITE PRO F@X ACTIVITIES** software has been installed. Click on the **FINISH** button.

You can now use the multifunction terminal to print or scan your documents.

Wireless connection

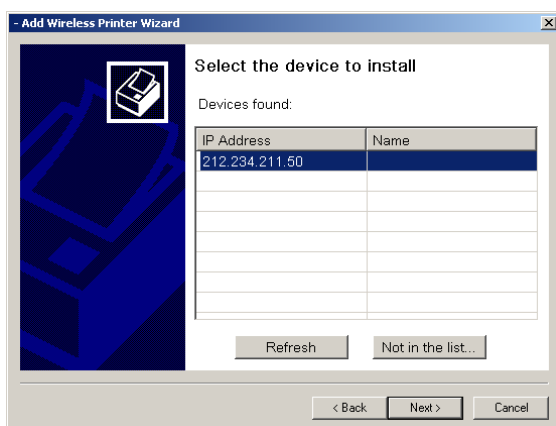


The Companion Suite Pro LL software shall be installed to perform this operation.

- 1 Run the MF Director application by clicking on the icon located on your desktop or from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > ADD PRINTER**.
- 2 Click on the **NEXT** button to run the installation procedure.

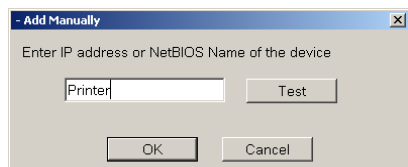


- 3 The next screen shows the list of compatible hardware found on the network.



You can make another search on the network by clicking on the **REFRESH** button.

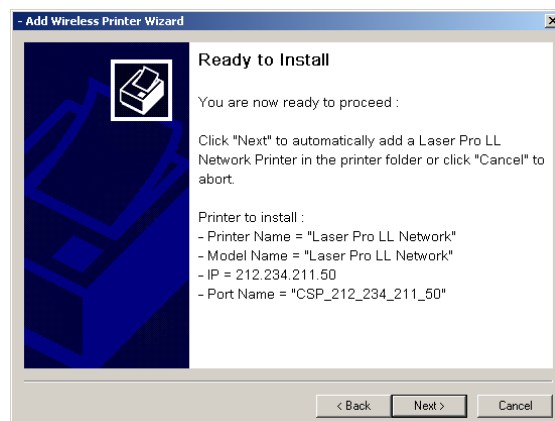
Remark: A hardware device may not appear in the list, which case click on the **NOT IN THE LIST** button. The next window appears.



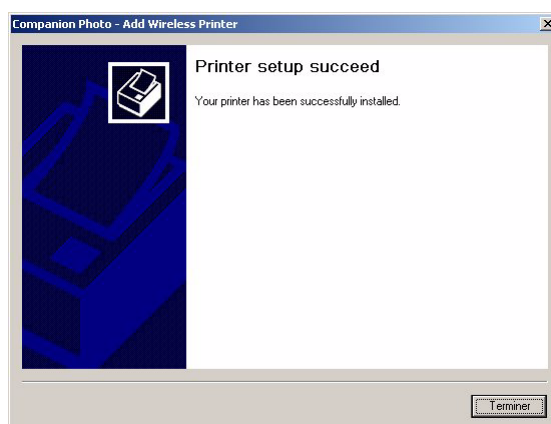
Type the IP address or the NetBIOS name of the hardware that you wish to add. You can test the connection between the PC and the hardware by clicking on the **TEST** button. Click on the **OK** button.

- 4 Select what you wish to add from the hardware list. Click on the **NEXT** button.

- 5 The next window lists the different features of the printer that are about to be installed. Click on the **NEXT** button.



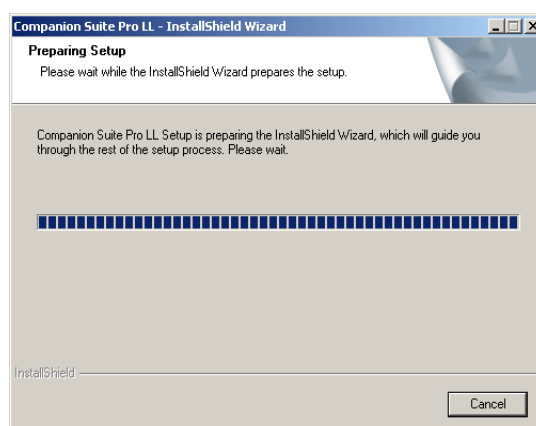
- 6 The window indicating that the installation procedure was successful pops up. Click on the **FINISH** button.



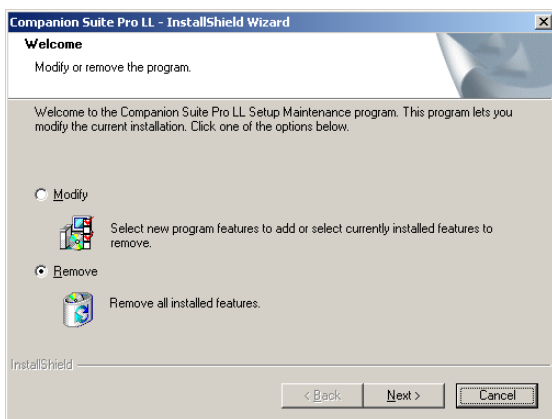
Uninstall the software from your PC

Run the programs removal from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > UNINSTALL**.

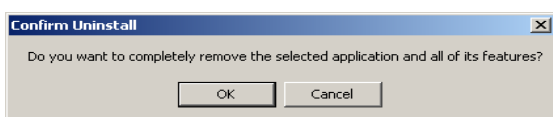
- 1 A preparation screen appears.



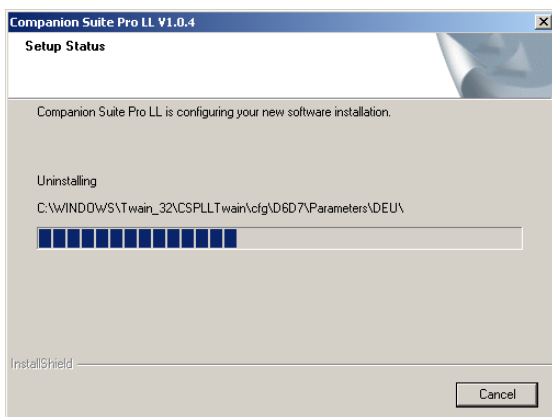
- Click on the **REMOVE** button and confirm your choice by clicking on the **NEXT** button.



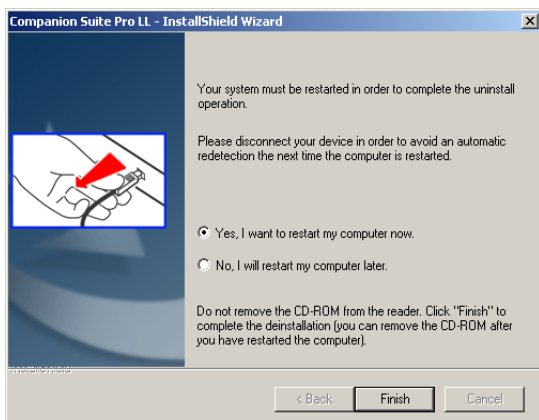
- A confirmation screen appears. Click on **OK** button to continue the **COMPANION SUITE PRO LL** program removal.



- A preparation screen appears. You can cancel the removal by clicking on **CANCEL**.



- You need to restart your system at the end of the procedure. Close all open programs, select **YES, I WANT TO RESTART MY COMPUTER NOW** and click on the **FINISH** button.



Multifunction Terminal's Supervision

The software that you have installed contains two multifunction terminal management applications, MF DIRECTOR and MF MONITOR, which allow you to:

- check whether multifunction terminal is connected to your PC,
- monitor graphically the multifunction terminal activities,
- monitor the status of the multifunction terminal consumables from the PC,
- quickly access the graphic editor applications, OCR etc.

To manage the multifunction terminal, run the MF Director application by clicking on the icon located on your desktop or from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > MF DIRECTOR**.

Checking the connection between the PC and the multifunction terminal

To check if the connection between the devices is good, run the MF MONITOR software from the icon located on the desktop and check that the same information is displayed on the multifunction terminal (for instance the date).

MF Director

This graphical Interface allows you to run the utilities and the software to manage your multifunction terminal.

Graphical presentation

Run the application by clicking on the MF Director icon located on your desktop or from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > MF DIRECTOR**.

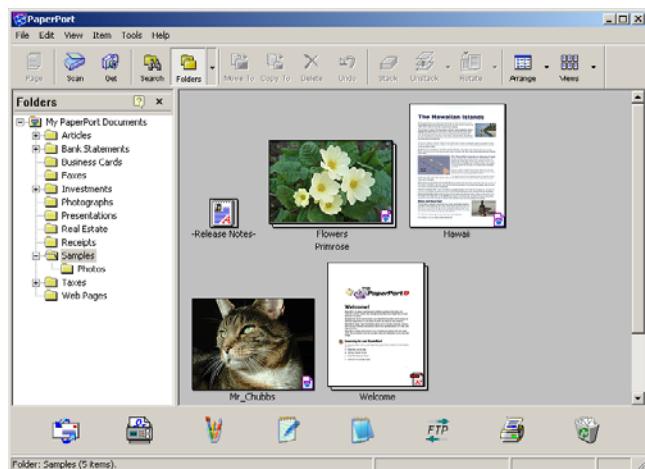


By default, MF DIRECTOR is displayed with dark blue rounded shape. You can modify its shape and color by right-clicking with the mouse.

Utilities and applications activation

The COMPANION SUITE PRO graphical interface allows you to run the following utilities and software:

- get **HELP** from the current documentation,
- run the **PaperPort** software (Doc Manager).

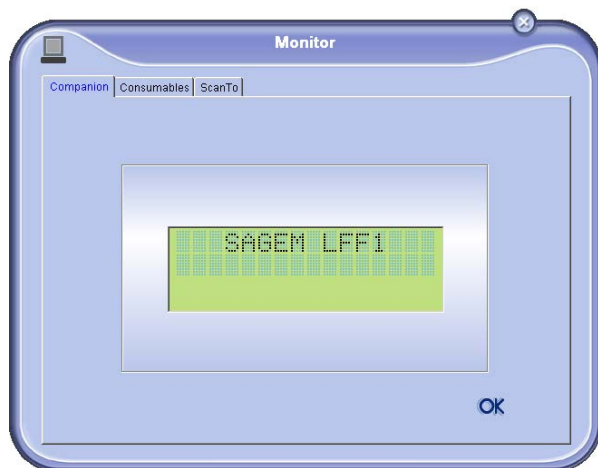


To run a software or utility contained in the COMPANION SUITE PRO kit, place the cursor on it and left-click with the mouse.

MF Monitor

Graphical presentation

Run the application by clicking on the MF Monitor icon located on your desktop or from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > MF MONITOR**.



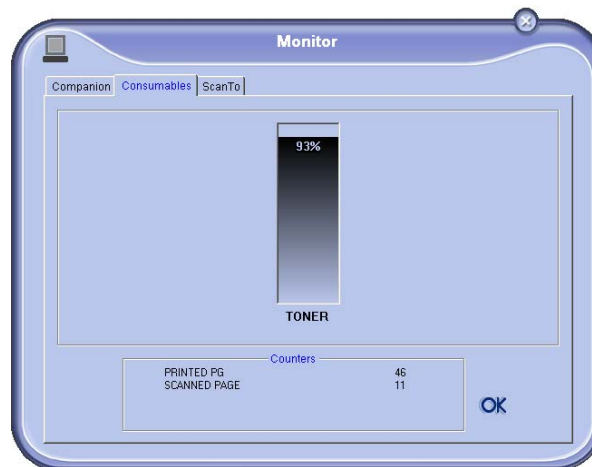
From this screen you can monitor the information or configure your multifunction terminal from the tabs:

- **COMPANION**: Presents the multifunction terminal screen.
- **CONSUMABLES**: Displays the consumables status.
- **SCAN To**: Scan Mode and Resolution parameters setup, these parameters will be taken into account when clicking on the **SCAN** button from the terminal.

Display the consumable status

The following information will be available from the Consumables tab:

- current consumables status,
- number of printed pages,
- number of scanned pages.

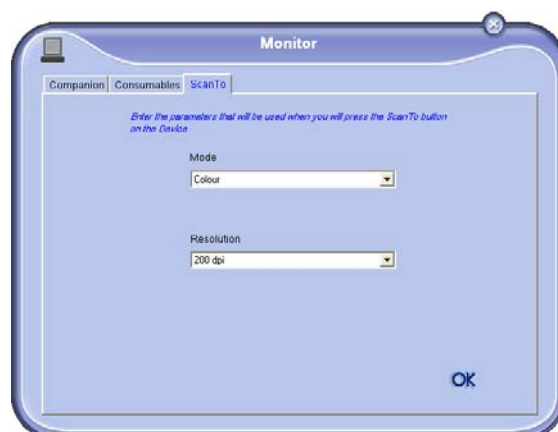


Scan To

The setup of this tab, becomes the default setup for the scanner.

Remark: The function SCAN To can only be used if the application is running. If this is not the case, activate it.

- 1 Select the Scan To tab.
- 2 Select one of the possible choices:
 - color,
 - grayscale,
 - black and white.
- 3 Select the scanner resolution (72 dpi to 4800 dpi).
- 4 Confirm your choices by clicking on the **OK** button.



Companion Suite Pro LL functionalities

Document analysis

The document analysis can be carried out in two ways:

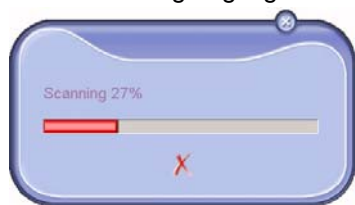
- either by the **SCAN TO** function (application accessible from the MF Director window or from the **SCAN** button from the terminal),
- or directly from a TWAIN standard compatible application.

Analysis with Scan To

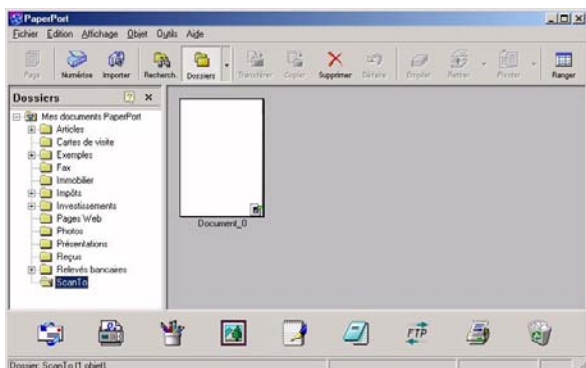
Run the application by clicking on the MF Director icon located on your desktop or from the menu **START > PROGRAMS > COMPANION SUITE > COMPANION SUITE PRO LL > MF DIRECTOR**.



- 1 Left-click with the mouse on the **SCAN TO** graphical image or click the **SCAN** button from your terminal.
- 2 You can follow the ongoing digitization on a screen.



- 3 At the end of the digitization, the scanned picture appears in the PaperPort window.



If the PaperPort software is not installed on your hard drive, the scanned picture will appear on your desktop in TIFF format.

Analysis from a TWAIN compatible software

- 1 Run the picture editor application and then run the acquisition command.
The document analysis window appears.
- 2 Setup the parameters (contrast, resolution, ...) before starting the digitization.
- 3 Once the document is digitized, you can archive it or edit it.

Character recognition software (OCR)

The character recognition function allows to create a usable data file for desktop applications from a hardcopy document or from a picture.

The character recognition only works for printed characters, such as printer outputs or typed text. Nevertheless you can request for a handwritten text block to be kept intact (a signature for instance) by outlining it.

Given your terminal environment and the character recognition from your terminal, the OCR is done with a Drag&drop of a document from the PaperPort to the Notepad icon.



For more details about the usage of this software, check the on-line help of the product.

Printing

You have the possibility to print your documents via the USB connection or the Wifi connection.

*The **LASER PRO LL** printer driver is installed by default on your PC, during the installation of the software. It allows you to print your documents with the terminal via the USB connection.*

*The **LASER PRO LL NETWORK** printer driver allows to print via the wireless connection. This driver is installed when you add a network printer.*

Printing with the multifunction terminal

To print a document with the terminal from your PC is like printing a document in Windows (use the **PRINT** command from the **FILE** menu of the currently open application on the screen). Select the **LASER PRO LL** printer to print via the USB connection or the **LASER PRO LL NETWORK** printer to print via the Wifi connection.



*The **LASER PRO LL** printer becomes the default printer when the Companion Suite Pro software is installed.*

Maintenance

Service

General information



For your safety, it is imperative to refer to the security directives presented in chapter **Security**, page 1.

To ensure that you use of your device under the best conditions, it is recommended to periodically clean the inner parts.

The normal use of the device implies respecting the following rules:

- Do not leave the scanner cover open without any reason.
- Do not try to lubricate the device.
- Do not close the scanner cover violently or do not apply vibrations to the device.
- Do not open the cartridge access lid while printing.
- Do not try to unmount the device.
- Do not use paper which would have stayed in the tray for too long.

Toner cartridge replacement

Your terminal comes with a current consumable management system. It tells you if your toner cartridge is close to its end of cycle. The following message will appear on your terminal screen.

**CLOSE END
TONER**

To quit this screen, press **OK**.

To replace the toner cartridge, proceed as shown below.

When the following message is displayed on the screen:

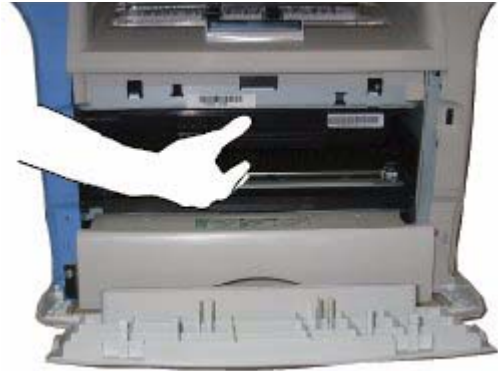
**TONER EMPTY
REPLACE <OK>**

- 1 Press **OK**.

**OPEN FRONT LID.
CHANGE TONER**

- 2 Stand in front of the device.
- 3 Push on the left and right sides of the lid and pull it towards you.
- 4 Raise and remove the toner cartridge from the multifunction terminal.

- 5 Unpack the new cartridge and insert it in its slot as indicated here after.



- 6 Close the lid.
- 7 The following message appears:

**HAVE YOU
CHANGED
THE TONER <OK>**

Press **OK**.

- 8 When this message appears,

**INSERT THE
TONER CARD**

insert the smart card provided with the new toner cartridge as shown on the picture here after.



- 9 A wait message appears.

**PLEASE
WAIT**

The smart card is read.

**NEW TONER
REMOVE THE CARD**

Remove the smart card from the reader, your terminal is ready to print again.

Issues with smart cards

If you use a smart card that has already been used, the terminal will display:

**PLEASE
WAIT**

then,

**REMOVE ALREADY
USED CARD**

If you use a defective smart card, the terminal will display:

**PLEASE
WAIT**

then,

**CARD
UNRECOGNIZED
REMOVE THE CARD**

If the **C** button is pressed while the smart card is being read, the terminal displays:

**ACTION CANCELLED
REMOVE THE CARD**

Cleaning

Scanner reading system cleaning

When one or more vertical lines appear on the copies, clean the glass of the scanner.

- 1 Open the scanner cover until it is standing in vertical position.
- 2 Wipe the glass with a soft lint-free cloth soaked with mild alcohol.
- 3 Close the scanner cover.
- 4 Make a copy to check that the symptoms have disappeared.

Printer cleaning

Dust, dirtiness and paper debris on the external and internal surfaces on the printer can affect its operation. Clean it regularly.

Printer external cleaning

Clean the external part of the printer with a soft cloth soaked in mild detergent.

Printer issues

Error messages

When the printer encounters any of the problems described below, the corresponding message is shown on the terminal display.

Message	Action
CHECK TONER	Check the presence of a toner cartridge in the terminal.

Message	Action
CLOSE END TONER	Indicates the coming end of your consumable.
PUT PAPER	Add paper in tray.
PREHEAT	Message displayed when starting the terminal.
CLOSE LID PRINTER	The printer front lid is open, close it.
EMPTY TONER REPLACE <OK>	Replace the toner cartridge.
CHECK PAPER REMOVE TONER	A sheet of paper is jammed in the terminal. Take out the toner cartridge and remove the jammed paper sheet. Take out the paper tray and remove the jammed paper sheet. Then open and close the consumable lid.
CHECK EXTERNAL PAPER	A sheet of paper is jammed in the terminal. Open the paper jam lid. Remove the jammed paper sheet. Then open and close the consumable lid.
MORE PAPER	Add paper in the paper tray.

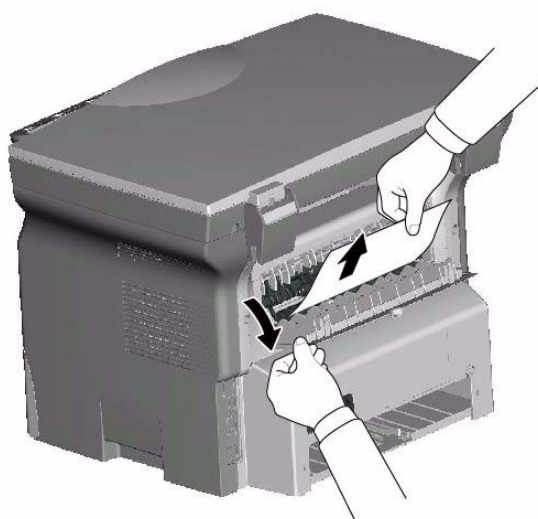
Paper jam

When printing, a sheet of paper may get stuck in the printer or the paper tray and cause a paper jam.

In case of a paper jam in the terminal, the following message appears:

**CHECK EXTERNAL
PAPER**

Open the paper jam lid located at the back of the terminal. Remove the jammed sheet of paper and close the lid.



Open and close the consumable lid.
The printer starts again automatically.



The fusion unit can reach a very high temperature during the operation. To prevent any harm, do not touch this area.

In case of paper jam in the paper tray. The following message appears:

**CHECK PAPER
REMOVE TONER**

Remove the toner cartridge and check if a sheet is jammed. Remove the sheet of paper which causes the paper jam. Put the toner cartridge in the terminal.
or

Remove the paper tray and remove the sheet of paper which causes the paper jam. Check that the paper sheets in the paper tray are correctly placed.



Replace the paper tray in the terminal.

Miscellaneous issues

When turning on, nothing is displayed on the screen.
Check the connection between the power cord and the outlet.

Specifications

Physical specifications

Dimensions:	447 x 386 x 344 mm
Weight:	11.6 kg

Electrical specifications

Power supply:	Single phase 220-240 V - 50/60 Hz - 4.5 A
Electric consumption:	10 W typical in powersave 13 W typical in standby 315 W average during printing

Environmental specifications

Operating temperature:	In operation: + 10 °C to 32 °C
Acceptable humidity level:	In operation: 15 % to 80 % HR (without condensation)

Peripheral specifications

Printer

Type:	Laser (on normal paper)
Resolution:	600 dpi
Speed:	16 ppm maximum
Preheating time:	21 sec.
First page out time:	21 sec.

Copier

Type:	Autonomous Black and White
Copy speed:	16 ppm maximum
Resolution:	600 dpi
Multiple copies:	99 pages maximum
Zoom range:	25 % to 400 %

Scanner

Type:	Color scanner
Color depth:	36 bits
Resolution:	600 dpi (optical) 2400 dpi (interpolated)
Software compatibility:	TWAIN
Maximum paper format:	Letter

Printing supports

Main paper tray capacity:	250 sheets maximum (60 g/m ²), 200 sheets maximum (80 g/m ²)
Output tray capacity:	50 sheets
Main tray paper format:	A4, A5, Legal, Letter 60 to 105 g/m ² paper
Paper format for manual printing:	A4, A5, Legal, Letter, B5, exec, A6 52 to 160 g/m ² paper

PC connection

Slave USB 2.0 port (PC connection)
Master USB 2.0 port (Wlan connection, reader, USB memory key reader)
Operating System: Windows 98 SE, 2000, ME, XP

Specifications are subject to changes for improvement without notice.